

CONNECTICUT DEPARTMENT OF CORRECTION JOB OPPORTUNITY

Payroll Clerk Positions

May be under filled at the level of Office Assistant

Please follow the specific application filing instructions at the bottom of this page!

Open To: Candidates on the current exam list or lateral transfers

Location: Central Office, Payroll Unit, Wethersfield, CT

Hours: 40 Hours per week, 1st Shift, Monday - Friday

Salary: \$46,721 - \$61,096 annually - Payroll Clerk
\$40,901 - \$53,663 annually – Office Assistant

Closing Date: November 10, 2015

Minimum Qualifications: Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures. Knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations. Ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which may include word processors, computer terminals or other automated equipment.

Preferred Experience: Candidates must have data entry experience. Candidates with superior computer experience in CORE CT or People Soft and candidates with superior customer service skills will also be given preference.

Eligibility Requirement: Candidates must have applied for and passed the Payroll Clerk exam and or the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above titles or those who have previously attained permanent status in the class may apply for lateral transfer.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Qualified candidates who meet the above requirements need to submit a cover letter, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf

Please mail your information to:

**Diane Lester, Principal Human Resources Specialist
Department of Correction
Payroll Unit
24 Wolcott Hill Road
Wethersfield, CT 06109**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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